



UNITED STATES
OFFICE OF PERSONNEL MANAGEMENT
WASHINGTON, D.C. 20415

CFP
12/30/97

OFFICE OF THE DIRECTOR

December 23, 1997

Ms. Cynthia L. Johnson
Director, Cash Management
Policy and Planning Division,
Financial Management Service
U.S. Department of Treasury
101 - 14th Street, SW, Room 420
Washington, DC 20227

Dear Ms. Johnson:

I am writing you regarding the U.S. Department of Treasury's policy on the Electronic Fund Funds Transfer (EFT) and its impact on the Combined Federal Campaign (CFC).

As the Director of the Office of CFC Operations, I have been receiving comments and concerns from several of the 399 local CFC managers, called the Principal Combined Fund Organizations (PCFO). These organizations are representatives of non-profit organizations, who are not usually familiar with the processes of government; however, they play a key role in the distribution and accountability of voluntary contributions of Federal employees to the charities in the CFC. For the past few years, they have experienced the problem of matching donations with information from payroll offices because of insufficient coding of payroll forms that would reveal specifically where the money is coming from. In other words, they have had problems tracking the money from the appropriate Federal agency/division to credit a pledged contribution. This is difficult for the PCFO because the Central Receipt Points (CRP) are identified by an account number that is unknown to the PCFO. Accurate data associated with the pledge card is essential in order to compute the percentage of distribution which then goes to each charity. The current CFC pledge cards have spaces for the agency and the payroll office location. However, it is impossible to determine the exact Federal agency entity (name and address) that is being served by that payroll office.

What becomes even more critical for the CFC operation is that all campaigns must be audited at the end of every campaign cycle, and any inconsistencies in the matching and accountability process will result in a referral to the Office of Inspector General in the Office of Personnel Management.

To solve this problem, we would recommend that all EFT transfers include an identification number and the specific organizational entity of the Federal agency. This clarification in coding would allow the PCFO to compare designated contributions that are provided on the CFC pledge card by the Federal employee to actual monies received by the CRP.

EFT # 192

We fully support the EFT program and its application to the CFC. We believe that it will result in a more timely and accurate distribution of donations. Nevertheless, we would like to work together with you in order to ensure that all voluntary contributions arrive to where they are intended and that Federal employees can continue to trust the operation of the CFC.

I am available to discuss the CFC issues with you or a member of your staff at your earliest convenience. Please feel free to call me on 202-606-2564.

We are hopeful that the EFT implementation will improve the impending distribution of 1997 CFC collections, which will begin in April and June of 1998.

Best wishes for this holiday season.

Sincerely,

A handwritten signature in cursive script that reads "Carol Hill Lowe".

Carol Hill Lowe
Director, Extragovernmental Affairs/
CFC Operations